

6 FAM 780 FIRE PROTECTION AND INCIDENT REPORTING

(TL:GS-59; 10-01-1999)

6 FAM 781 SCOPE AND APPLICABILITY

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

This subchapter sets forth the fire protection and incident reporting policies that apply to U.S. Government real property abroad. Detailed procedures and guidelines are provided in 6 FAM 784 to 6 FAM 788. Questions and comments on these policies and regulations may be directed to A/FBO/OPS/FIR or USAID/W (M/AS/OMS).

6 FAM 782 FIRE PROTECTION POLICIES AND RESPONSIBILITIES

6 FAM 782.1 Fire Emergency Plan of Action

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

Posts shall develop and maintain a Fire Emergency Plan for all occupied office buildings. The plan will provide guidance to all personnel with respect to their appropriate actions in a fire emergency. The plan must include a list of designated post management officials with authority to approve access by the fire department and must provide a contingency plan for periods outside normal business hours (see 6 FAM 784). Guidelines for security aspects of a fire action plan are in 12 FAH-1 H-1300. Posts are required to conduct at least one fire evacuation drill annually in conjunction with drill requirements outlined in 12 FAH-1 H-060 *in the Emergency Planning Handbook*. The conduct of fire drills must include complete evacuation of post facilities and an evaluation of effectiveness.

6 FAM 782.2 Fire Exiting

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. A/FBO will evaluate adequacy of exits and the appropriateness of locking devices during fire and life safety inspections, and will submit recommendations to post management for corrective action as necessary.

b. To ensure that adequate exiting requirements are met, any new acquisition, new construction project, reconfiguration or change of use of an existing building or portion thereof shall have design plans submitted by the proponent of the project, in advance, to A/FBO for review and approval (State only).

6 FAM 782.3 Fire Protection Equipment

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. A/FBO performs periodic fire and life safety inspections at missions abroad. Notwithstanding these periodic inspections, posts must order and install necessary fire protection equipment and signage in appropriate locations, following the guidelines in 6 FAM 785 and 6 FAM 785 Exhibit 785.2.

b. A/FBO/OPS/FIR funds smoke detectors, batteries, fire extinguishers, and other equipment for use in residences, regardless of the agency of occupants, and in GO/LTL and Department of State-occupied office or functional space. A/FBO will provide fire extinguishers to posts upon request and will provide technical assistance in procuring this equipment for other agencies that occupy STL facilities that do not house Department of State offices. The post is responsible for maintenance and repair of fire equipment.

6 FAM 782.4 Fire Reporting

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

All fires that occur at a post must be reported without delay to A/FBO, regardless of the extent of the fire or resulting damage, using procedures in 6 FAM 786. If the information requested is not readily available, posts shall report the fire and follow up with additional "SITREP" telegrams. (See also *A/FBO Fire Protection Guide*, Tab H-1.)

6 FAM 782.5 Securing and Protecting the Fire Scene

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

Immediately after a fire has been extinguished, post officials shall completely secure the entire fire scene. Absolutely no access shall be permitted into the main fire area unless and until authorized by the COM/PO, U.S. *representative* to a UN Agency, or designated officer. A/FBO shall be contacted for advice. In the interest of the security, safety, and integrity of the fire scene, a post official shall be present until the area is secured. The area shall remain secured until examination of the fire scene is completed, either

by post personnel or Washington-based investigators. (See 6 FAM 787 for procedures.)

6 FAM 782.6 Fire Investigations

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

Immediately after notice of a fire, A/FBO will dispatch a team of trained fire/arson investigators to major fires, fires causing serious injury or death, fires causing significant disruptions to official activities, and fires deemed to be of special interest to the Department. For all fires of suspicious origin, A/FBO, in consultation and coordination with DS's Special Investigation Branch (DS/CR/SI), will dispatch an arson investigation team to determine the cause and origin of the fire. (See 6 FAM 788 for procedures.)

6 FAM 783 REPORTING INCIDENTS AFFECTING U.S. GOVERNMENT-OCCUPIED PROPERTY ABROAD

6 FAM 783.1 Policy on Reporting Incidents

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

The SRPM must report within 48 hours to A/FBO all incidents affecting the structural integrity or life safety factors of U.S. Government property, using the fire reporting instructions in 6 FAM 786, except that USAID will report to A/FBO through USAID/W (M/AS/OMS). Reports of incidents involving tenant agency space should also include the headquarters of the affected agency as an addressee. A/FBO will provide assistance to posts as needed.

6 FAM 783.2 Incidents Affecting U.S. Government Property

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

Incidents that might affect U.S. Government-held property include the following examples: fires; earthquakes; floods; heavy snow or ice that damages roofs; settlement of ground beneath buildings, cave-ins, sink holes; trees or other natural or man-made items that fall on roofs or intrude into buildings; use of heavy equipment within or on a building that damages roofs or load-bearing walls; and bombings or other explosions that affect U.S. property directly or indirectly.

6 FAM 784 FIRE EMERGENCY PLANS

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. The post's Fire Emergency Plan of Action must designate personnel to function in the following capacities:

- (1) **Floor wardens:** To facilitate evacuation of each floor or area;
- (2) **Fire warden:** To coordinate the evacuation with floor wardens and to account for all personnel;
- (3) **Fire department liaison:** To coordinate fire department activities in relation to security requirements.

b. Actions in a fire emergency shall be based upon the following, listed in order of priority:

(1) Sound the alarm to notify all building occupants. Assume that any fire will jeopardize the safety of occupants; don't delay the alarm in order to determine the size and nature of the fire as this may waste valuable time needed to complete rapid evacuation.

(2) Initiate evacuation of occupants. Instruct occupants to use the nearest safe exit route and assemble in a designated place outside the building.

(3) Notify the fire department. Do not delay notification to investigate the size and nature of the fire. The post's *fire department liaison* must be prepared to coordinate fire department activities.

(4) Continue to evacuate the building. If the fire is located and is small or in the incipient stage, post personnel should attempt to extinguish the fire with fire extinguishers only if this action would present minimal risk of personal injury. Entry into an area of uncontrolled interior fire without specialized training, knowledge, and protective equipment presents an unacceptable risk to mission personnel.

(5) Secure the fire scene after extinguishment. See 6 FAM 787. Follow procedures in 6 FAM 786 and 6 FAM 788 for fire reporting and investigation.

6 FAM 785 PROCEDURES AND GUIDELINES FOR FIRE EQUIPMENT

6 FAM 785.1 Smoke Detectors

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. The post must install smoke detectors in all dwelling units occupied by U.S. Government personnel, whether apartments or single family homes. One single station detector shall be installed in each sleeping room; one in each corridor serving the sleeping rooms; and one at the top of the stairs on each level. These smoke detectors shall be mounted on the ceilings or on the side walls, not more than 30.5 cm (12 inches) from the ceilings but no nearer than 10 cm (*four* inches) to the ceiling to avoid dead air space in the corner formed by the ceiling and wall. A/FBO/OPS/FIR provides residential smoke detectors and replacement batteries to posts upon request.

b. The occupant must check smoke detectors monthly and replace the battery at least once a year.

6 FAM 785.2 Portable Fire Extinguishers

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

The post must properly place and maintain fire extinguishers in all U.S. Government-owned and -leased buildings and all dwelling units occupied by U.S. Government personnel, whether apartments or single family homes, following instructions in 6 FAM 785 Exhibit 785.2 for extinguisher type and placement. A/FBO/OPS/FIR provides fire extinguishers to posts upon request.

6 FAM 785.3 Emergency Lighting

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. The post must place and maintain emergency lights in all exit corridors and in stairwells of multilevel office buildings. In structures with multi-family residential units (four or more), the post is responsible for installing emergency lights in exit stairwells on each landing and in other areas recommended by A/FBO.

b. A/FBO/OPS/FIR provides emergency lighting units to posts upon request.

6 FAM 785.4 Exit Signs

6 FAM 785.4-1 New Office Buildings and Major Renovations

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. Standards for the selection and installation of exit signs for new buildings or major renovations are based on specifications of the National Fire Protection Association (NFPA) Fire and Life Safety Code 101, Section 5-10. These standards require that exit signs be:

(1) Self-illuminated via an internal light source of specified candlepower and duration provided by the building electrical backup power source or an integral battery backup source, or illuminated by an external light source which is capable of providing uninterrupted lighting during power outage;

(2) Provided in sufficient number and location to establish and maintain clearly marked exits and stairways;

(3) In contrasting face colors with lettering of specified size;

(4) Installed on the ceiling or wall above the exit doorway (*pictorial* illustrations are found in the *Fire Protection Guide*, Tab C-2).

b. Signs installed in conjunction with renovations, additions, or modifications to facilities should be similar to existing signs to maintain continuity and ease of visual recognition.

6 FAM 785.4-2 Existing Buildings

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. The Department has adopted a standard emergency sign for use where illuminated signs meeting NFPA standards are not required. This standard sign, referred to as the international emergency exit sign, is pictographic (illustrated by picture) and luminous (i.e., absorbs light and "glows in the dark"). (Pictographic signs are illustrated in the *Fire Protection Guide*, Tab C-2.)

b. The standard emergency signs referred to in (a) are not required in buildings that are equipped with sufficient, functional illuminated signs meeting NFPA Code 101 standards. They may be installed in addition to illuminated signs to ensure adequate coverage. In buildings that are not equipped with illuminated signs meeting NFPA standards (i.e., short-term leased buildings or older existing buildings to which NFPA standards do not apply), use of standard emergency signs may suffice unless a representative of A/FBO/OPS/FIR recommends differently.

6 FAM 785.4-3 Procurement and Funding

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

A/FBO/OPS/FIR provides exit signs to posts upon request. Posts are responsible for installing the exit signs recommended by A/FBO/OPS/FIR.

6 FAM 785.4-4 Exit Sign Types and Placement

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. The two basic types of signs with regard to placement:

(1) Exit Door Signs are those placed on exit doors;

(2) Directional Exit Signs are those placed above non-exit doors or on corridor walls to indicate the most direct route for emergency exiting.

b. Clearly mark elevators, warning that they should not be used in emergencies and indicating the direction of the nearest exit stairway.

c. Other points of emergency escape should be clearly marked, using the terminology "Emergency Escape" rather than "Exit" since they are not exits in the sense that a large number of people can use them for evacuation. They should be marked in red and white signs (e.g., EMERGENCY ESCAPE WINDOW AND LADDER, EMERGENCY ESCAPE DOOR). (See *Fire Protection Guide*, Tab C-2 for illustrations of the signs.)

6 FAM 785.4-5 Unlocking Exits During Business Hours

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

Exit doors should be equipped with locks to provide after-hours security. These exit doors should remain unlocked during business hours to ensure they are usable as exits. They should be marked with exit signs and posted with additional signs stating when they are to remain unlocked. Posts should establish a policy to ensure that these doors remain unlocked during business hours as a standard operating procedure. Exit doors with "thumb turn" type locks should not impede egress if they are clearly marked with signs illustrating the correct operation to lock and unlock them. (See *Fire Protection Guide*, Tab C-2 for illustrations.)

6 FAM 785.4-6 Time-Delay Panic Hardware

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

Security considerations may require that exit doors equipped with panic hardware be fitted with "time-delay" hardware with an integral or remote alarm. When the panic bar is pushed, the alarm sounds and a time-delay device is actuated. The delay device can be set for various periods but should not exceed 15 seconds. Some installations involve a remote alarm at a Marine *security guard* security post. All time-delay hardware installations should be marked with a sign mounted just above the panic bar. (See *Fire Protection Guide*, Tab C-2 for illustrations.)

6 FAM 786 FIRE REPORTING

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. **Telephone:** The post shall immediately report a fire by telephone to the Departmental Operations Center, with an immediate follow-up cable, under the following circumstances:

(1) If there is damage to the structure or to the contents of the property in excess of \$10,000;

(2) If there are injuries or deaths;

(3) If there is damage to non-U.S. Government-held property (from a fire occurring on Government property);

(4) If post operations are adversely affected; or

(5) If the fire is of deliberate or suspicious origin.

b. **Telegram:**

(1) In addition to the telephonic notification described above, all fires will be reported by immediate telegram to the Department. Telegrams shall include the caption line "For A/FBO/OPS/FIR, A/OPR/SHEM, and DS/CR/SI" using the following TAGS: ABLD, AMGT, ASEC, UPGRADE, KSAF (including country designator). Cables reporting fires involving tenant agency space shall include the headquarters of the affected agency as an addressee;

(2) The following data shall be included in telephone calls and cables concerning fires:

(a) Identification of the property (e.g., *chancery, office building, EMR*), and preliminary statement of damage to structure and contents with estimated U.S. dollar loss;

(b) The number and extent of injuries and deaths. Identify the injured and deceased persons. Include information on the prognosis for injured persons;

(c) Description of damage to non-U.S. Government property from fires originating on Government property. Identify the other persons or parties affected and estimate the extent of the damage;

(d) Description of interruptions to post operations caused by the fire. Describe which areas are affected, how long operations will be disrupted, and the resources needed to reestablish usual activities;

(e) Identification of cause of the fire (known, unknown, suspicious origin) and circumstances relating to the fire; and

(f) Host-country response to the fire.

6 FAM 787 SECURING AND PROTECTING THE FIRE SCENE

(*TL:GS-59; 10-01-1999*)

(*Uniform State/USAID/Commerce/Agriculture/DIA*)

a. The COM/PO, U.S. *representative* to a UN Agency, or designee may authorize access to the fire scene for the following reasons:

(1) To remove or secure sensitive official records or equipment, or to reestablish critical operations;

(2) To allow limited investigation by local fire officials in non-sensitive areas, escorted by U.S. officials.

b. Until authorized by A/FBO, the post shall not disturb or remove fire debris, including the remains of room contents, when the fire has resulted in substantial damage, serious injuries, or operational interruptions; when the cause is arson or is of a suspicious nature; or when the fire may be investigated by a Washington-based fire investigation team. Any disturbance may hinder the investigation and determination of cause.

c. Areas away from the main fire involvement that are damaged only by soot and water may be cleaned and rehabilitated as soon as possible.

d. Post officials shall take as many photographs as possible of the fire itself, the fire scene, damage to neighboring property, etc. These photographs may be important in later investigations and inquiries.

6 FAM 788 FIRE INVESTIGATIONS

6 FAM 788.1 A/FBO Investigations

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

a. An A/FBO fire investigation team will investigate major fires, those causing serious injury or death, those where the cause is arson or is of a suspicious nature, those causing extensive damage or significant disruptions to official activities, and those deemed to be of special interest to the Department. Findings will be reported to A/FBO's Deputy Assistant Secretary, who shall inform the Accountability Review Board's Permanent Coordinating Committee (see 12 FAM 032). When fire damage exceeds \$5 million or possible negligence is involved, reports will be submitted by A/FBO to the Assistant Secretary for Administration with recommendations for appropriate actions to be taken.

b. Where criminal acts have occurred and the evidence warrants, the Department may refer cases to the appropriate office of the Department of Justice for possible prosecution.

6 FAM 788.2 Post Fire Assessment

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture/DIA)

If an A/FBO investigator is not sent to the fire scene, the post must submit a comprehensive written report of the fire within ten working days. The report will include a complete description of the fire incident, including the following:

- (1) Complete description of physical damage and U.S. dollar loss due to damages to U.S. Government-held property;
- (2) Chronology of the fire incident;
- (3) Actions by all involved post personnel, U.S. and FSN;
- (4) Evaluation of performance of local fire department fire fighting actions;
- (5) Probable origin and cause of fire;
- (6) Circumstances of the discovery of the fire (in detail);
- (7) Statements of witnesses;
- (8) Complete photographic documentation, if available;

(9) Local fire department reports, translated into English;

(10) Supervisor's report of accident (*Form DS 1663*).

6 FAM 788.3 A/FBO Review of Post Fire Assessment

(*TL:GS-59; 10-01-1999*)

(*Uniform State/USAID/Commerce/Agriculture/DIA*)

a. A/FBO, on receipt of the comprehensive written report from the post, will evaluate the report and recommend corrective action when necessary.

b. This evaluation will focus on departmental, post, and local fire department actions during the incident to develop procedures necessary to prevent problems from recurring.

6 FAM 789 UNASSIGNED

6 FAM 785 Exhibit 785.2

FIRE EXTINGUISHER TYPE AND PLACEMENT

(TL:GS-59; 10-01-1999)

LOCATION/ EXTINGUISHER TYPE	PLACEMENT
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OFFICE BUILDINGS

10# ABC Dry Chemical	Place in the corridors of the building so that the travel distance to the extinguisher does not exceed 22.86m (75 feet) from any point on that floor.
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5# CO@ (Carbon Dioxide)	To be used in computer or communication areas in place of Halon extinguishers.
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NOTE: If Halon extinguishers are in place, it is not necessary to replace them with CO@ unless the Halon has been discharged.

2 1/2 Gallon Pressure Water	Placed in areas of storage, supply rooms, wood shops or other areas of dry combustible storage. This extinguisher should not be used around energized electrical equipment or flammable liquids.
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MAINTENANCE SHOPS

20# ABC Dry Chemical	To be used in maintenance shops, warehouses, fuel storage and gasoline/diesel pumping stations. Maximum travel distance to an extinguisher should not exceed 15.24m (50 feet).
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RESIDENTIAL UNITS

10# ABC Dry Chemical	Place one extinguisher in or near the kitchen area in a visible location and one on each other level in multistory dwellings.
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For other applications or direction, see the *A/FBO Fire Protection Guide*, or contact A/FBO/OPS/FIR.